

The State Office of Community Services derived its statutory authority from a 1976 Executive Order, and by NRS 523.031. It was created to replace the Office of Economic Opportunity, functioning as a community affairs agency with the ability to respond to the diverse needs of Nevada's citizens, providing a wide range of assistance to the citizens, communities, and businesses throughout Nevada. The goal of Community Services is to improve the quality of life for all Nevadans through the administration of state and federal programs designed to improve social, economic, housing, energy and community development resources, with emphasis on low-income Nevadans, small businesses, local government and non-profit organizations.

Aside from routine planning and management activities, the Director's Office is involved in managing the closure of past year agency audits, developing grant proposals, financial management, and supervision and support services to all agency programs.

Records Description	Dates: 1977-1988	Volume: 13 c.f.
General Administrative Files	1972-1984	4.5 cu. ft.

This series consists of the general files created and received in the routine planning and management activities of the Office of Community Services. Its arrangement is largely chronological.

Reader Files	1977-1988	8.5 cu. ft.
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The Reader Files constitute the bulk of the record group, and are classified as Governor's Reader File, Director's Reader File, and Program Chief (James Hawke) Reader File. Included in the series are correspondence, press releases and one folder marked "Variance." Under each classification the records are arranged in chronological order.